

VR FACES Watch List 2012

1. Selecting the correct fund source.
2. Determine correct codes and rate. Verify your rates especially the Mental Health Rates.
3. Verify vendor is correct.
4. Verify payment has not been made and/or the payment has not been VRAPPROVED before sending to the state office for fiscal approval.
5. Verify Service Dates. The dates of service on the invoice/bill must fall between the authorization begin and end dates.
6. Ensure that all invoices that are referenced in a statement are included in the voucher packet sent for payment.
7. Before adding a vendor on VRFACES vendor file, verify the vendor does not already exist. This can be checked by Vendor Name and Tax ID number.